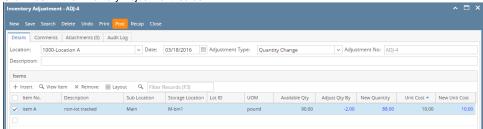
## **How to Post Inventory Adjustment**

Posting the Inventory Adjustment means recording the entries of that transaction to the General Ledger Account Detail.

There are 2 ways on how to post the Inventory Adjustment. Each is shown below.

- I. From Inventory Adjustment screen
  - 1. Click Post in the Inventory Adjustment screen.

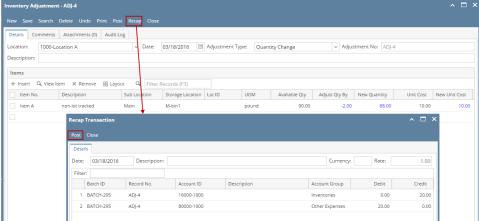


2. The Inventory Adjustment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.



## II. From Recap Transaction screen

1. Click **Recap** in the Inventory Adjustment screen. This will open the **Recap Transaction screen** to give you preview on what the GL entries would be when this transaction is posted. Then click **Post**.



- 2. The Recap Transaction screen will automatically be closed.
- The Inventory Adjustment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as Unpost.





You cannot Post an Inventory Adjustment for the following reasons.

>No open Fiscal Year or Fiscal Year Period that matched the Inventory Adjustment date.

>Inventory related GL Accounts setup are missing that will cause the entries to go unbalanced.

>You are trying to post transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.

